

July 31, 1996

Mark Young
NY Metro Region

To; Lori O'Connor
Rence Duszynski
Dave Keeney
George Moulton

Subject: NY State Association of Wholesale Marketers and Distributors
1996 Annual Convention / August 15 - 18, 1996

Dear Managers,

Just as additional information, the association has added a "Casino Night" event to the schedule for Friday night, which should be a good time. Dave Wilmesher also originally planned on attending, however his plans have been changed and he and Linda will not be joining us this year. Earlier today I talked to Bruce Cook, who is now making arrangements to arrive at the convention on Friday.

RJR will once again sponsor the Saturday Ladies Luncheon, as well as the Saturday night Cocktail Party. We will provide gifts to all attendees at the luncheon as well as sample the event. We will also greet everyone as they come into the Cocktail party and provide samples. It looks like the attendance for the convention will be approximately 400 people, which makes this one of the largest Tobacco and Candy conventions held in the country.

Attached is a copy of the "Convention Expense Report" that you should use to list all expenses incurred with the three day event. This form should be attached to your bi-weekly expense report, with the total charges listed under "Local Convention", expense code #385 (write in on a blank line).

If you have any questions on this convention, please give me a call.

Sincerely,
Mark Young

51847 7213

Name: _____

Name of Convention: _____

Date of Convention: _____

Location: _____

RJR Personnel in attendance: _____

CONVENTION EXPENSE REPORT

Ad in Convention Program	\$	_____
Registration Fees	\$	_____
Room Reservations	\$	_____
Hospitality Suite	\$	_____
Cigarette 20's	\$	_____
Entertainment of Customers	\$	_____
Booth Equipment	\$	_____
Booth Rental	\$	_____
Cocktail / Buffet	\$	_____
Ladies Luncheon	\$	_____
Convention Prizes	\$	_____
Trophy fund, Golf Prizes, etc.	\$	_____
Misc. / Anything not Covered	\$	_____
_____	\$	_____
_____	\$	_____
_____	\$	_____
_____	\$	_____
TOTAL EXPENSES	\$	_____

Note: explain customer entertainment on back / name, title, bus. discussion

EXPENSE REPORT: Local Convention #385 and attach this form

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